

# United States Court of Appeals for the Second Circuit



Vacancy Announcement

August 2, 2006  
Reference# FY06-30

**Position Title:** Library Technician (PART-TIME)

**Location:** Library of the U.S. Courts  
Central Islip Branch  
Central Islip, NY

**Salary Range:** To CL-23 (\$14.76 - \$18.45/hour)  
depending on experience,  
current salary and qualifications.

**Closing:** Open Until Filled

**Position Overview:** The Library Technician will support the work of the law library under the supervision of a professional Librarian and will perform an array of technical library functions to include: filing looseleaf services; photocopying; providing interlibrary loan services; teaching library patrons to use office and automation equipment; and maintaining the collections. Promotional opportunity to a full-time library technician position, CL-24

**Requirements:** Applicants must have experience specifically related to the responsibilities described above which will have provided the candidate with the particular skills to successfully perform the duties of this position. Experience in a library preferred. College level course work preferred. Knowledge of WordPerfect and Excel or similar word processing and spreadsheet programs required. Must be highly motivated, possess maturity, good judgment, good communication skills, the ability to work in a team oriented service environment, and must be able to lift and move heavy boxes of 40 lbs or more.

**Submit cover letter and resume to:**  
**United States Court of Appeals, Second Circuit**  
**40 Foley Square, Room 1604**  
**New York, NY 10007**  
**Attn.: Human Resources, Reference #FY06-30**

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**